



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASES
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

BO 4200.12B
841
12 Sep 97

BASES ORDER 4200.12B

From: Commanding General
To: Distribution List

Subj: HIGH-BUY PROCUREMENTS

Ref: (a) SOP P4400.1 dated 17 Jun 75 (NOTAL)

Encl: (1) Procurement Review/Authorization Document
(MC-Alb-4200/52) (Rev 9-96)
(2) High-Buy Procurement Check List (MC-Alb-4200/54)
(Rev 9-96)
(3) Sample Action Brief

1. **Purpose.** To establish approval procedures for replenishment procurement requests of a significant dollar value, commonly called "High-Buys", and establish a Command High-Buy Review Board to review High-Buys exceeding a specific dollar limitation for final approval by the Deputy Commander. High-Buy procurements and the level of authority for approval consists of:

<u>Approval Authority</u>	<u>Extended Dollar Value</u>
Section Head	\$ 50,000 - \$ 99,999.99
Branch Head	\$ 100,000 - \$ 299,999.99
Dir, Commodity Center	\$ 300,000 - \$ 1,999,999.99
High-Buy Review Board	\$ 2,000,000 and above

2. **Cancellation.** BO 4200.12A.

3. **Summary of Revision.** This Order has been updated to reflect current office codes and titles for action and approval authority. Revised dollar thresholds are reflected on enclosure (1). This Order should be reviewed in its entirety.

4. **Background.** The level of authority for final review and approval of procurement recommendations is based on the extended value of the recommendation. As the procurement dollar value increases, so does the intensity of the review and the final level of approval. Although this Order intends to push authority for approval to the lowest levels possible, the prime concern at all levels is the minimum expenditure of funds to support a valid requirement. The reference contains standard operating procedures for logistics functions to include procedures for processing High-Buys.

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SAMPLE ACTION BRIEF

PART I

CASE NUMBER _____

INVENTORY MANAGER _____

Subj: HIGH-BUY REQUIREMENTS DETERMINATION BRIEF

Ref: (a) NSN:

END ITEM APPLICATION:

IED:

1. The following elements were considered in addition to the supply study information contained on the Procurement Review/Authorization Document.

(As appropriate, briefly discuss each topic which applies, its impact on the inventory posture or procurement effort and any recommended solutions.)

a. Forecasting trends or changes in item density requirements which affect system projections.

b. Special projects or programs not recorded in the NSN requirements record.

c. Reasons for variances between latest Stratification Budget Tables and deficient quantities.

d. Special MPS/GPS/EEAP requirement considerations.

e. Pending data changes not reflected in the supply study/file extracts which affect procurement to include: IED, application change, phrase code, SAC change, and ALT/PLT comments.

f. Performance problems with current contract or anticipated problems with this procurement.

g. Other judgemental influence comments such as life of type procurement, diminishing manufactures, etc.

Signature - Weapon System/Equipment Manager_____
Date

ENCLOSURE (3)

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2 Page 1 of enclosure (1) should be prepared using current, validated Stock Control System (SCS) asset posture and supporting data for completion of the requirements and assets block of this document. Current, validated Stratification Tables with Merged Item and Transaction Report should also be considered when completing this document and Stratification Tables I and II will be included as part of the procurement package documentation. The inclusion of Stratification Tables I and II will ensure that the total budgeted quantity has not been exceeded for the applicable fiscal year. If it has been exceeded, justification for doing so will be provided in Part I of enclosure (3). Upon completion of enclosure (2) by Contracts Department, Part II of enclosure (3) will be completed by the Inventory Manager.

3 Maintain a record of movement for each case folder to avoid long delays in processing or misplacement. The case folder will be hand delivered to and retrieved from each action office by the originating section or Communications-Electronic/Missile Center (Code 841-2). Communications-Electronics/Missile Center (Code 841-2) will review and hand deliver High-Buys requiring the Commodity Center Director's or higher level of signature authority and also track the routing of the case folder.

(b) Upon completion of enclosures (1), (2), and (3) and according to the total dollar value of the high-buy, the case folder will be staffed in the following sequence:

1 Section Head of the originating Office.

2 Branch Head of the originating Office.

3 Communications-Electronics/Missile Center (Code 841-2) for review, Military Interdepartmental Purchase Request (MIPR) considerations and comments.

4 Office of the Comptroller for audit considerations.

5 Director of appropriate Commodity Center for approval/disapproval.

6 High-Buy Review Board members.

(c) Communications-Electronics/Missile Center (Code 841-2) will hand carry case folder, if the dollar value is \$2,000,000 or greater, to the High-Buy Review Board members for review. Approval or disapproval will be recorded in page 2, of enclosure (1).

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HIGH-BUY PROCUREMENT CHECK LIST

MC-ALB-4200/54 (Rev 9-96)

Case Number:

NSN

| NOMENCLATURE| MEC| SAC | U/I |ID
NUMBER _____BUY
QUANTITY _____SCS
SUP _____EXTENDED
PRICE \$ _____TO: CODE 890EXISTING OPTION CLAUSES: YES ____ NO ____ (IF YES,
FURNISH COPY/ENCLOSURE)

ESTIMATED CONTRACT AWARD DATE _____

ESTIMATED PRODUCTION TIME _____

SIGNED _____

DATE _____

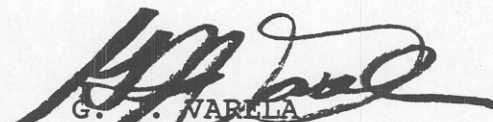
ENCLOSURE (2)

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(2) Notify the Communications-Electronics/Missile Center (Code 841-2) by telephone when the case folder is ready for pickup. (The folder should not be passed to any center, division, or office personnel other than from the Deputy Commander and back, or to the appropriate representative of the Commodity Center.)

(3) Attend the Command High-Buy Review Board meetings, upon request, and provide any pertinent data relative to the procurement request.

7. Applicability. This Order is not applicable to the Blount Island Command.


G. J. VARELLA
Chief of Staff

DISTRIBUTION: D

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Base Order 4200.12B
Procurement Review/Authorization Document
MC-ALB-4200 (Rev 9-96)

NSN:

Case Number:

NOMEN										ID NO.: STANDARD UP:			
IED	RC	CEC	PSC	SAC	MEC	ALT	PLT	UI	NMSC	CLD (Y/N)	8 QTR DMD	CURR QTR FCST	
END ITEM APPLICATION													
PACING ITEM (Y/N)		CEC	WSC	ID NO.	TAMCN	IED	MARES REP (Y/N)		EXCESS SCREENED (Y/N)				
BUY SUMMARY													
DEMAND BASED RQMTS:			STOCKAGE LEVEL ASSETS:			ASSETS			BUY SUMMARY				
SAFETY LEVEL			O/H (CC F D)			SERV			TOTAL DEMAND RQMTS				
ACQUISITION LD TIME			O/H (CC E & G)			UNSERV			TOTAL STOCKAGE ASSETS				
REORDER POINT			O/H (CC M)			XXXXXX			NET DMD-BASED DEFY				
PROCUREMENT QTY			O/H (CC F)			XXXXXX			TOTAL NON-DMD RQMTS				
REPAIR CYCLE RQMT			DUE IN:			XXXXXX			PROTECTED ASSETS				
REQ OBJECTIVE			PROCUREMENT						NET NON-DMD DEFY				
QTRLY FORECAST			MRP						TOTAL DEFICIENCY				
BACKORDERS			LOAN						STRAT DEFICIENCY				
TOTAL DEMAND RQMTS			OTHER						BUY QUANTITY				
WRM			PROJECTED DUE IN						\$ VAL DMD DEFICIENCY				
PROV			SUSPECT INV:						FUND CODE				
OTHER			COND CD J,K, L						\$ VAL NON-DMD DEFY				
TOTAL NON-DMD RQMTS			PURP CD Z						FUND CODE				
TOTAL REQUIREMENTS			LESS ANTIC WASH-OUT (-)						TOTAL \$ VALUE OF BUY				
TOTAL STOCKAGE ASSETS			TOTAL ASSETS										
WRM			PROT ASSETS (OI/H/DUE IN):										
PROV			TOTAL ASSETS										
OTHER			TOTAL ASSETS										
TOTAL REQUIREMENTS			TOTAL ASSETS										
DOLLAR VALUE			SECTION HEAD						DATE				
\$ 50,000 - 99,999.99			BRANCH HEAD										
\$ 100,000 - 299,999.99			DIRECTOR, COMMODITY CENTER										
\$ 300,000 - 1,999,999.99			CHAIRMAN, HIGH BUY REVIEW BOARD										
\$2,000,000 AND ABOVE													

ENCLOSURE (1)